DEPARTMENT OF THE NAVY
DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
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SPAWARINFOTECHCEN INSTRUCTION 12308.1

Subj: STUDENT EDUCATIONAL EMPLOYMENT PROGRAM (SEEP)

Ref: (a) 5 CFR Part 213
        (b) OMB Bulletin Number 03-08 of 04 Mar 93

Encl: (1) Mentor Qualifications
        (2) Mentor Responsibilities

1. Purpose. To provide guidance and procedures for the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) SEEP.

2. Background. The Office of Personnel Management (OPM) consolidated Federal Student Employment Programs (i.e., Cooperative Office Education, Federal Junior Fellowship Program, Stay-in-School, etc.), into the SEEP. The SEEP replaced 13 different appointing authorities.

3. General Information. The SEEP is a streamlined, flexible program that provides students with exposure to public service, enhances their educational experience, provides financial assistance to students to encourage and support their educational goals, encourages partnership between Federal agencies and educational institutions in developing effective school-to-work programs, and assists agencies in attracting and recruiting well-educated graduates into their workforce. Students may be appointed if they are pursuing any of the following educational programs: High school diploma or general equivalency diploma, vocational/technical certificate, associate degree, baccalaureate degree, graduate degree, or professional degree. Students must be enrolled or accepted for enrollment at least half-time as defined by the school in which enrolled. Students may work year-round and appointments may be made at any time during the year, including summer. Students may work full-time or part-time schedules. A student's work schedule and number of hours to work must be approved by their supervisor; however, neither may interfere with the academic schedule. The two components of the program are:

    a. Student Temporary Employment Program (STEP). The STEP provides maximum flexibility for both students and the activity. An appointment under this authority is made for a period not to exceed 1 year and may be extended in 1-year increments as long as the individual meets the definition of a student. The student may be appointed to a position which is not related to the student's academic or career goals.

        (1) The student is not eligible for non-competitive conversion to a career or career-conditional appointment. The student is eligible for promotions, which are processed as conversions to other excepted appointments. Students under the program are eligible for annual and sick leave, but are generally ineligible for retirement, health insurance, and life insurance coverage.

(2) If the student is appointed under STEP his/her position will be classified based on the occupational series of which hired, and the grade will be set according to the appropriate Demonstration (DEMO) Project Pay System classification standards. Students will receive pay for the classified position.

(a) <u>Minimum Qualification</u>: (For clerical positions only). The Career Path, General Experience, and Educational charts below are the format used to initially hire students for clerical positions only. The schedule does not lean toward nor does it denote promotions for any student once he/she has advanced to the next educational level. Promotions will be done on an individual basis, and upon the recommendation of the employee's immediate supervisor and department head. The Director, SPAWARINFOTECHCEN, will determine the final decision. Qualifications and grades for technical and blue-collar positions will be coordinated with our servicing Human Resource Office New Orleans, Louisiana.

CAREER PATH	GENERAL EXPERIENCE	EDUCATION
DG-A (equivalent to GS1)	None	None
DG-A (equivalent to GS2)	3 Months	High school graduation
DG-A (equivalent to GS3)	6 Months	1 year above high school
DG-1 (equivalent to GS4)	1 Year	2 years above high school

(b) <u>General Experience.</u> Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

(3) Students may submit an application for employment via RESUMIX.

(4) Students will be required to submit proof of school enrollment/ standing.

b. <u>Student Career Experience Program (SCEP)</u>. SCEP provides experience that is directly related to the student's educational program and career goals. A participant who has satisfactorily completed the requirements for his/her diploma/certificate/degree may be non-competitively converted to a career-conditional appointment at any time within 120 days after completion. The student must have completed at least 16 weeks of career-related work before completion of, or concurrent with, the academic requirements; been recommended by the employing activity; met the qualification requirements for the position targeted for appointment; and be converted to an occupation related to the student's academic training and career-related work experience. The program requires a written agreement by all parties (agency, student, and school). Students are covered by a retirement system. Those without prior service or less than 5 years of civilian service are covered under the Federal Employees Retirement Systems (FERS). They are eligible to elect life and health insurance if their employment is scheduled to continue for more than 1 year and they are expected to be in a pay status for at least one-third of the total time from date of appointment to completion of the program.

4. <u>Employment Information</u>

a. Students must be enrolled or accepted for enrollment at least half-time as defined by the school in which enrolled. A student with less than the equivalent of half a course-load to complete in the class enrollment

period immediately prior to graduation is still considered a student for the purpose of this program. Students may work year-round and appointments may be made at any time during the year, including summer. Per reference (b), student programs are no longer exempted from ceiling levels.

b. There are no requirements for students to meet specific economic/income criteria to be eligible for either component of the SEEP. Students must be at least 16 years of age at the time of appointment.

c. A student may work in the same activity employing a relative when there is no direct reporting relationship and the relative is not in a position to influence or control the student's appointment, employment, promotion, or advancement within the agency.

d. Each student employee will have the following objective/standard included in their Performance Planning/Appraisal:

Objective: Retain student status.
Standard: Must remain enrolled in an accredited college, university, or college-level technical, trade, vocational, or business school, at a minimum as a part-time student. Must also demonstrate a satisfactory passing grade for each subject taken at the end of each quarter/semester.

5. Mentoring. A successful student employment program requires that each student be assigned a mentor upon appointment. A student employee mentor is a person who oversees the early career development of the student employee. Simply stated, the mentor helps a student employee clarify career goals, develop a plan for achieving those goals, and provide solutions to whatever questions the junior employee might have. It is the policy of SPAWARINFOTECHCEN that each student employee will be assigned a highly-qualified and motivated mentor for the first 6 to 9 months of employment. Ideally, mentors should be volunteers; however, they may be assigned when necessary. Qualifications for mentors are detailed in enclosure (1). Responsibilities of a mentor are detailed in enclosure (2).

a. For each student employee, a Student Education Employment Program Mentoring Plan (SPAWARINFOTECHCEN 12308/1) will be initiated by the supervisor and mentor and copies distributed as indicated on the form. This must be accomplished prior to the employee's first day of employment with the exception of the appropriate signatures. The student employee will retain the original form plan while being mentored. Once all of the requirements have been satisfied, an updated copy will be provided to all concerned.

b. When assigned mentoring responsibilities, each mentor will have an additional objective/standard added to their current Performance Planning/Appraisal related to mentoring. The objective/standard should read:

Objective: Satisfactorily serve as a Student Mentor.
Standard: Mentor the student employee ensuring the student employee is provided the necessary guidance and support to develop the knowledge and skills required by their assigned position. Provide feedback to the supervisor regarding progress and performance of the student employee.

6. Responsibilities.

a. Personnel and Manpower Division Head (ITC122). Manage SEEP, including the mentoring initiative. Coordinate with the Human Resources Office and local universities/schools to ensure highly motivated students are

referred to SEEP. Collect metrics necessary to evaluate the success of the program.

    b. <u>Command Special Emphasis Program Manager (ITC102)</u>. Coordinate with local high schools to obtain highly motivated students for employment and/or training at SPAWARINFOTECHCEN.
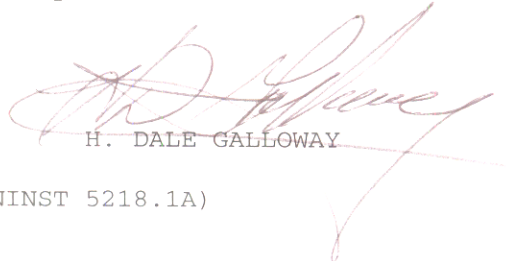
    c. <u>Department Directors</u>. Using enclosure (1) as a guide, assign a mentor for each new student employee prior to appointment.

    d. <u>Civilian Personnel Liaison Office (ITC1221)</u>. Coordinate necessary paperwork for selection of the student by management officials. Monitor completion of the mentoring cycle for each student employee. Continually track proof of enrollment and satisfactory grade achievement.

    e. <u>Supervisors</u>. Ensure the Performance Planning/Appraisal for each mentor contains the appropriate objective/standard related to mentoring responsibilities. Consider mentoring performance when evaluating an employee assigned mentoring responsibilities. Assist mentor in developing the Student Educational Employment Program Mentoring Plan and ensure its completion during the mentoring period. Ensure the Performance Planning/Appraisal for each student employee contains the appropriate objectives/standards and consider school performance in an overall rating. Collect metrics necessary to evaluate the success of the program.

    f. <u>Mentors</u>. Execute the responsibilities set forth in enclosure (2)

7. <u>Forms</u>. Student Education Employment Program Mentoring Plan (SPAWARINFOTECHCEN 12308/1) form, may be obtained from the Civilian Personnel Liaison Branch (ITC1221).

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Distribution: (SPAWARINFOTECHCENINST 5218.1A)
Lists A, B, C, D, E, F

MENTOR QUALIFICATIONS

1. Who should be a mentor? The answer to this question will have a profound impact on the success of the entire program. The guidelines for selecting a suitable person to take on the role as mentor should include qualitative and quantitative elements.

2. A person seeking to take on the role of mentor must be able to provide the following:

    a. Encouragement

    b. Honesty

    c. A view of the "Big Picture"

    d. Guidance

    e. Insight into the corporate culture

    f. Information on professional opportunities

    g. Be a good listener

3. Additionally, a mentor must:

    a. Be at least at a sufficient grade level above the individual to interact successfully with the supervisor.

    b. Possess good organizational skills/time management skills.

    c. Be in good standing with his or her employer.

    d. Be within the same career path as the junior employee.

    e. Have a solid understanding of the corporate culture.

    f. Exhibit a commitment to the success of the person being mentored.

Enclosure (1)

MENTOR RESPONSIBILITIES

1. At a minimum, mentors will be responsible to the student employee for:

    a. Coaching in developing and enhancing skills and intellectual development.

    b. Providing candid feedback about perceived strengths and developmental needs.

    c. Pointing out opportunities for the student employee to develop and demonstrate capabilities (as well as pointing out pitfalls to avoid).

    d. Advising on how to deal with real or perceived road blocks.

    e. Serving as a sounding board.

    f. Encouraging and motivating the employee.

    g. Building the student employee's sense of self and level of self-confidence.

    h. Linking the employee with others who can enhance their learning.

2. Mentors will be responsible to the student employee's supervisor for:

    a. Assisting in the development and maintenance of the Student Educational Employment Program Mentoring Record (SPAWARINFOTECHCEN 12308/1).

    b. Providing candid feedback about the student employee's performance and developmental needs.

    c. Supporting the student employee's supervisor in decisions made regarding assignments, training requests, etc. A mentor should never be used to bypass normal or appropriate procedures or chains of command.

    d. Providing status reports as deemed necessary by the supervisor.